

# SIKKIM



## GOVERNMENT

## GAZETTE

**EXTRAORDINARY  
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**Gangtok**

**Saturday 7<sup>th</sup> September, 2024**

**No. 427**

**GOVERNMENT OF SIKKIM  
HOME DEPARTMENT  
GANGTOK**

**No. 67/Home/2024**

**Dated: 07/09/2024**

### NOTIFICATION

In compliance with the National Disaster Management Guidelines on Incident Response System (IRS) published by the National Disaster Management Authority (NDMA) under section 6 of the Disaster Management Act, 2005 and in supersession of the notification number 81/Home/2022 dated 12.08.2022, the Sikkim State Disaster Management Authority (SSDMA) for effective, efficient and comprehensive management of disasters in the State of Sikkim, hereby constitutes the State Level Incident Response Team as under, namely :-

Sl. No.	Function of Incident Response System IRS	Designation
1	Responsible Officer	Chief Secretary, Government of Sikkim
2	Incident Commander	Relief Commissioner-cum-Secretary, Land Revenue and Disaster Management Department
3	Nodal Officer (Air Operation)	Secretary, Home Department
4	Deputy Incident Commander	Director, Sikkim State Disaster Management Authority (SSDMA).
5	Safety Officer	Director, Fire and Emergency Services
6	Liaison Officer	Additional Director, SSDMA
7	Information and Media Officer	Secretary, Information and Public Relations Department
8	Operation Section Chief	Director General of Police (DGP), PHQ, Sikkim Police
	(a) Staging Area Manager	Secretary, Roads and Bridges Department
	(b) Rescue and Response Branch	Secretary, Forest and Environment Department, National Disaster Response Force (NDRF), State Disaster Response Force (SDRF), Home Guard and Civil Defence (HG&CD), Sikkim Fire Services and Forest and Environment Department

	(c) Transport Branch (Road, Rail, Water and Air Unit)	Secretary, Transport Department
9	Planning Section Chief	Secretary, Home Department
	(a) Situation Unit	Secretary, Mines and Geology Department
	(b) Resource Unit	Secretary, Rural Development Department
	(c) Documentation Unit	Secretary, Directorate of Economics, Statistics & Monitoring and Evaluation (DESME)
	(d) Demobilization Unit	Secretary, Urban Development Department
10	Logistic Section Chief	Additional Director General of Police (ADGP), Sikkim Police
	<b>1. Service Branch</b>	
	(a) Communication Unit	Inspector General of Police (IGP),Communication, Sikkim Police / Telecommunication
	(b) Medical Unit	Secretary, Health and Family Welfare Department
	(c) Food Unit	Secretary, Food and Civil Supplies Department
	<b>2. Support Branch</b>	
	(a) Resource Provisioning Unit	Secretaries, Buildings and Housing Department, Roads and Bridges Department, Public Health Engineering Department, Water Resources Department, Women and Child Development Department, Social Welfare Department, Animal Husbandry Department, Horticulture Department, Agriculture Department Forest and Environment Department, Commerce and Industries Department, Labour Department, National Highways and Infrastructure Development Corporation Ltd. (NHIDCL) and Border Roads Organisation (BRO).
	(b) Facilities Unit	
	(c) Ground Support	
	<b>3. Finance Branch</b>	
	(a) Time Unit	Secretary-cum-Controller, Finance Department supported by Sr. Account Officer, Land Revenue and Disaster Management Department.
(b) Compensation/Claim Unit		
(c) Procurement Unit		
(d) Cost Unit		

2. The State Incident Response Team (IRT) shall be activated by the Responsible Officer (RO) in case of occurrence of disaster.
3. The Terms of Reference (ToR) regarding the functioning of Incident Response Teams (IRTs) are as follows, namely :-
  - (1) All nominated officers shall personally go through the National Disaster Management Guidelines 2010 on Incident Response System and become acquainted with the roles and responsibilities. Link available as:  
 NDMA website – [https://ndma.gov.in/Capacity\\_Building/Ops\\_Comm/IRS](https://ndma.gov.in/Capacity_Building/Ops_Comm/IRS)  
 SSDMA website – <https://ssdma.nic.in>

- (2) All nominated officers shall physically be present in the State Control Room, Tashiling Secretariat, Block B at the time of emergency and also participate in all the State Level Mock Exercises organised by the National Disaster Management Authority and Sikkim State Disaster Management Authority.

**By Order and In the name of the Governor.**

**V.B. Pathak, IAS  
Chief Secretary  
Government of Sikkim  
No. 319/SSDMA/LR&DMD/GoS/12**

